

Using Open Office Writer

- 1

Open the ODT file in Open Office Writer.

- 2

Select "File" from the upper-left hand menu and click on "Export as PDF."

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- 3

Adjust the options as necessary. The "General" tab allows you to set the range of pages to be converted and the quality of the image compression. The "Initial View" and "User Interface" tab allows you to adjust how the created PDF will be viewed when first opened. The "Security" tab allows you to set permission passwords and viewing restrictions. If you are converting a text-only ODT file for general use only, the default settings should be sufficient.

- 4

Click on the "Export" button. Enter a file name for the PDF file and indicate the location where the file will be saved.

Using Online PDF Conversion Services

- 1

Consider how you will use the converted PDF file. If you need to adjust specific settings in the converted PDF file, Adobe's online PDF service provides advanced user options. If you only need to convert the file for general viewing, the free online conversion services will be sufficient. You can find links to these services in "Resources" below.

- 2

Use Adobe's online PDF service to convert the ODT file. Click on the "Browse" button, select the ODT file located on your hard drive, and click "Convert." Please note that you have to sign up for Adobe's paid subscription service before you can access this feature.

- 3

Use a free online conversion service such as "PDF Converter" or "Lettos" to convert the ODT file. Click on the "Browse" button, select the ODT file located on your hard drive, and click "Convert."

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